

# Executive Committee



**Jared Vega, Planning Council Chair**

Thursday, April 1, 2010  
5:00 pm to 6:30 pm  
Public Health  
4041 North Central Avenue, Phoenix  
14<sup>th</sup> Floor, Cholla Room

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## Meeting Minutes

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### Attendance

**Committee Members**    *AT: Attended    AB: Absent    EX: Excused    ALT: Alternate Present*

AT	Carlos Perez	AT	Jared Vega	AT	Jonathan Harris	AT	Keith Thompson
AT	Larry Stähli		Mary Rose				
		EX	Wilcox	AT	MiAsia Pasha	AT	Randall Furrow
			<i>alt: Mark Kezios</i>				
AT	Ron Hill						

### Committee Representatives

None

### Administrative Agent Staff

Rose Conner                      Jen Hawkins

### Guests

Rob Bailey                      Mary Milione                      Tzeli Traintafillou                      Daniel Ruacho

**Support Staff:** John Sapero

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Funding is provided by the United States Department of Health and Human Services, the Ryan White HIV/AIDS Treatment Modernization Act of 2006 and the Maricopa County Department of Public Health.

All of the documents discussed may be requested from Planning Council Support.

## **MEETING MINUTES** *continued*

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### **Welcome, introductions and declarations of any conflicts-of-interest**

Jared Vega called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

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### **Determination of quorum**

Jared Vega determined that quorum was established with five of nine members present at 5:09 pm.

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### **Review of the minutes and action items from the prior committee meeting**

The committee silently reviewed the summary minutes from the March 4, 2009 meeting. No corrections were voiced.

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### **Administrative Agent update**

Rose Conner discussed:

- The Ryan White Part A office has moved to 401 West Jefferson Street
- Part A Grant Year 2009 Closeout Update:

Total Part A Grant 2009	\$7,773,630.00
Total Expenditures 3/31/10 (Includes \$697,829.71 transferred to ADAP)	\$6,933,252.90
Bills in process of payment	\$ 724,781.70
Remaining funds available for final reconciliation and carryover	\$ 115,596.30

The Planning Council directed the AA to transfer \$881,824.38 to ADAP in March. This directive was based on the AA's estimate of funds that would be available at the end of the grant year. Several adjusted billings and expenses have been submitted by providers for services, and the amount of funds remaining for transfer to ADAP was less than expected.

The AA is requesting that the Planning Council take a vote of support for the AA to change the previous allocation to ADAP of \$881,824.38 to \$697,829.71. These funds have already been transferred to ADAP.

The AA will report the final amount of funds available for carryover to the Planning Council in May, following the processing of all final billings and expenditures. The

**MEETING MINUTES** *continued*

Planning Council has already approved any carryover funds to be allocated to ADAP in 2010.

- **Part A Grant Year 2010 Update:** The AA has received a partial notice of grant award for Part A and MAI funds for 2010, as follows:

Part A Formula Funds \$5,659,065  
(This is a 5.4% increase in formula funds from 2009)

MAI Funds \$ 377,320  
(This is a 60% increase in MAI funds from 2009)

The AA expects to receive the final notice of grant award for Part A funds this month. All providers have received partial funding to continue services at current levels until the final notice of grant award is received.

**MOTION:** Larry Stähli moved to forward a recommendation of support of the Administrative Agent's action to change the previous ADAP allocation from \$881,824.38 to \$697,829.71. MiAsia Pasha seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

## Council Chair Update

Jared Vega welcomed the members of the 2010-2012 Executive Committee.

### Discussion: Planning Council Administration

John Saperro provided an overview of the Ryan White legislation. Keith Thompson provided an overview of the Council's Bylaws. John Saperro then provided an overview of Arizona Open Meeting Law. General questions were answered during each discussion.

**MOTION:** Ron Hill moved to extend the meeting by 20 minutes to conclude business. Larry Stähli seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

### Committee/Work Group reports

**Allocations:** No report was provided.

## **MEETING MINUTES** *continued*

**Community Health Planning & Strategies Committee:** Larry Stähli discussed the committee will meet in April.

**Education & Empowerment:** Jonathan Harris discussed the next date for the Learn+Link+Live event has been postponed to Saturday, May 8th, 2010.

**Membership:** No report was voiced.

**Rules:** No report was voiced.

**Standards:** John Sapero discussed the committee took March off, and will resume meeting in April..

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### **Determination of agenda items for the next Planning Council meeting**

Next Executive Committee items:

County Food procurement guidelines

In addition to recurring agenda items, the following agenda items were added:

#### **Agenda Items**

ADAP update

Membership approval

Leadership Academy graduation

Allocations

#### **Action Items to be completed by the next meeting:**

<b>Task</b>	<b>Assigned To</b>

**MEETING MINUTES** *continued*

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**Current events summaries**

No comments were voiced.

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**Call to the public**

John Sapero discussed that Maricopa County had established new guidelines for food purchases, and this document had been provided to committee members.

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**Adjourn**

The meeting adjourned at approximately 6:39 pm.